

Long-term medical leave formal request

Subject: Request for Extended Medical Leave - Serious Accident Recovery

Dear [HR Director/Manager's Name],

I am writing to request an extended medical leave of absence following a serious accident that has resulted in significant injuries requiring long-term medical care and rehabilitation.

On [Date], I was involved in [type of accident] which resulted in [detailed injuries]. After extensive medical evaluation, my medical team has determined that I will require surgical intervention followed by an extended rehabilitation period. The projected timeline for my recovery is approximately [duration], though this may be subject to change based on my healing progress.

My treatment plan includes:

- [Surgical procedure] scheduled for [date]
- [Weeks/months] of initial recovery
- Physical therapy beginning [date]
- Follow-up evaluations every [frequency]

I understand this extended absence will impact our department's operations, and I am committed to working with you to ensure a smooth transition of my responsibilities. I have prepared detailed handover documents for all my current projects and am available for consultation calls when medically able.

I will maintain regular communication regarding my progress and any changes to my expected return timeline. All medical documentation will be provided as required, and I am prepared to work with HR to explore all available leave options including FMLA, short-term disability, and any company-specific programs.

Thank you for your patience and support during this challenging time. I am committed to making a full recovery and returning to contribute to our team's success.

Sincerely,

[Your Name]

[Position Title]

[Contact Information]

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